



# KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

“Building Partnerships – Building Communities”

August 31, 2023

Michael Jackson  
63510 Overtree Road  
Bend, OR 97701

Sheri Bay  
2921 Summit View Rd  
Cle Elum, WA 98922

## **RE: CU-23-00002 The Outpost – Deemed Incomplete and Request for Additional Information**

Dear applicants,

Kittitas County Community Development Services (CDS) received your Conditional Use Permit application on April 5, 2023, for a campground or guest ranch on parcels #636935, #136935, #960269, and #960270. Your application was deemed incomplete on April 21, 2023. Additional information was supplied to CDS on August 22, 2023. Your application, with the newly submitted materials, has been **determined incomplete** as of August 31, 2023, and additional information is required.

After review of the submitted application, staff has determined that to be considered a complete application the following items are needed:

- 1) Shoreline Substantial Development Permit
  - a) The updated site plan shows development occurring within shoreline jurisdiction. Development within shoreline jurisdiction is subject to the provisions of Title 17B of Kittitas County Code. As such, the proposed project will require a Shoreline Substantial Development Permit to be approved prior to further processing of your Conditional Use application.
- 2) Additionally, in relation to KCC 17A – Critical Areas, the updated site plan shows development occurring within established critical areas buffers (proposed well, proposed turnaround/roadway, etc.). The site plan must be updated to meet the standards of KCC 17A – Critical Areas.
- 3) The updated site plan shows a lodge being proposed within the property line setback. The lodge needs to either be sited outside of the property line setback or a Zoning Variance will need to be granted for a reduced setback.
- 4) The updated site plan indicates “FINAL CONDITIONS WILL COMBINE THE (4) PARCELS INTO (1) PARCEL”. To combine the subject parcels, you will need to complete a Parcel Combination application.

The requested material will need to be submitted to Kittitas County CDS on or before **February 27, 2024 at 5:00 pm** (180 days), in order to keep this application active, pursuant to [KCC 15A.03.040 \(1\)\(b\)](#), which states:

*“an incomplete application shall expire after 180 calendar days unless the requested supplemental information is submitted in complete form.”*

CDS’s review will commence when all additional information is received. The application will be processed under all codes in effect at the time a complete application is received by CDS.

It may be beneficial to set up a meeting to discuss in person the current issues with the application and the required steps to move forward. If this would be of interest to you, please reach out to me directly.

Please contact me directly with any questions you may have via email at [chace.pedersen@co.kittitas.wa.us](mailto:chace.pedersen@co.kittitas.wa.us) or by phone at (509) 962-7637.

Sincerely,



Chace Pedersen

Planner I

Kittitas County Community Development Services

[chace.pedersen@co.kittitas.wa.us](mailto:chace.pedersen@co.kittitas.wa.us)

(509) 962-7637